UNITED
NATIONS

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Secretariat

ST/IC/1996/44
26 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996 COMPETITIVE EXAMINATION FOR SPANISH LANGUAGE COORDINATOR

1. A competitive examination for the post of Spanish Language Coordinator at the P-2 level will be held on 10 and 11 October 1996 in New York, Geneva, Vienna and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Spanish Language Coordinator in the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. The Spanish Language Coordinator is responsible for establishing and administering Spanish language and communications skills courses for United Nations and other agency staff. The Coordinator conducts needs analyses, sets objectives, designs courses and workshops and develops appropriate materials for Spanish language and communications courses. The Coordinator trains and supervises Spanish language teachers, prepares teaching and examination schedules and ensures that appropriate methodologies are used. Acting as a team leader, the Coordinator creates and maintains an effective team unit, serves as a project facilitator for special pedagogical projects and initiates, organizes and supervises the work of the teachers assigned to projects. The Coordinator also prepares, administers, and supervises language examinations and tests, including the Spanish language proficiency examination. The Coordinator is also expected to carry out other training activities whenever called upon to do so.

3. The examination is open to staff members of the United Nations at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Vienna and the regional economic commissions, who meet the eligibility requirements, as well as to external applicants. Staff members from subsidiary organs of the

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United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination.

4. Staff members applying for the examination must:

(a) Have Spanish as their main language 1/ and be fluent in English;

(b) Hold an advanced university degree (Masters) in language teaching methodology or applied linguistics with special emphasis on the theory and practice of teaching Spanish as a second or foreign language to adult learners; advanced university degrees in linguistics, literature or education may be considered. A first-level university degree and five years of continuous language teaching in the United Nations may also be considered;

(c) Have at least five years' recent and consecutive experience within the last eight years teaching Spanish as a second or foreign language to adults;

(d) Experience in curriculum development and background in teacher training and supervision is highly desirable;

(e) Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(f) Experience designing and teaching courses in communications skills, preferably in a work-related setting, is an advantage;

(g) Experience working with multi-media, video and/or computer-assisted language learning technology is highly desirable.

5. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination consists of the following four parts:*

Part 1. Essay questions on modern language teaching methodology, communications and training skills, training course design, and the use of technology for language training (two hours);

Part 2. Knowledge of Spanish language syntax and usage (30 minutes);

Part 3. Essay questions dealing with teacher supervision and observation of a language and communications skills training course (one hour);

Part 4. Several practical problems related to student counselling and teacher supervision (45 minutes).

7. On the basis of the results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second part of the examination. This will normally take place 8 to 10 weeks after the written examination. In the second part of the examination, candidates will be asked to observe and evaluate a language class. The Board of Examiners will review and discuss with the candidate the results of this observation. The candidates will then be placed in small groups which will be required to perform a specific task. Through this exercise, the candidates' ability to function as part of a team will be evaluated. The Board will then interview each candidate in order to assess personal qualities, general interests, professional experience and the ability to work as a team leader.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board does NOT release individual scores.

9. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the Training Service with a special post allowance to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management (OHRM) will be confirmed in their functions of Language Coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

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* The use of a dictionary or any other reference material is NOT permitted during the examination.

11. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office not later than 3 September 1996:

Competitive Examination for Spanish Language Coordinator
Examinations and Tests Section
Specialist Services Division
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
Fax: (212) 963-3683

12. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, those staff members are requested to return their applications to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty station before 3 September 1996, the deadline for receipt of applications in the Specialist Services Division, OHRM.

13. On 10 October 1996, a competitive examination for the recruitment of Spanish Language Teachers will also be held. Although the Spanish Teachers examination and the Spanish Language Coordinator examination are being administered on the same day, the two examinations will be scheduled in order to allow those who qualify and who wish to sit for both examinations to do so. Candidates who meet the eligibility requirements and who wish to apply for both examinations are required to fill out separate application forms for each examination. For information on the Spanish Teachers examination, please refer to information circular ST/IC/1996/45 on the 1996 competitive examination for Spanish Language Teachers.

14. Only those candidates who are invited to sit for the examination(s) will receive the detailed schedule of the examination(s) to which they are convoked. This information will be attached to the candidate's letter of convocation.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1996 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (SPANISH)

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____ Fax No. _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. University degree or equivalent or post-secondary educational qualifications 4/

Name of institution/ Place and country	Language of/ instruction	Attended from/to month/year month/year	Degree 4/ or/ equivalent	Main field of study
		/	/	
		/	/	
		/	/	
		/	/	
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B. Describe work experience (giving dates and length of time) in Spanish language teaching, curriculum development, communications skills training, teacher training and supervision as well as in word-processing.

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(B. continued)

C. Indicate (if any) your experience in working with multi-media, video and/or computer-assisted language learning technology.

D. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

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E. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

2/ Please indicate department/office, e.g., OCSS, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 4 (e) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.